**Investigation report template**

***Note: How to use this template***

*This template provides a generic approach to show how to complete an investigation report. The following structure contains guidance on the points to include in each section.*

*You will probably need to add your own criteria specific to your company. Some parts of the template may not apply, such as the part regarding expert witnesses. It is important for the investigating manager to include their reasons in the report rather than just simply setting out what decisions were taken.*

*You should also refer to the terms of reference for the investigation, which you should attach to the end of this report.*

**Investigation Report**

**An investigation into *[insert title of investigation]***

**Introduction**

*Introduce readers to the report setting out the identities of the parties and what the report is about. Points to include in this part of the report:*

* *a brief summary of the allegations to be investigated*
* *the individuals involved in the investigation*
* *dates relating to the allegations being made*
* *confirmation of the terms of reference and that these have been agreed.*

**Background**

*Set out a brief summary of the background leading up to the need for an investigation. Points to include in this part of the report:*

* *brief background information regarding the person conducting the investigation - job title, qualifications/experience, length of service etc*
* *brief summary of the job role of the person under investigation - job title, length of service etc*
* *details about the allegations - what they are, how they were made etc.*

**The investigation**

*Points to include in this part of the report:*

* *confirmation of the dates on which the investigation took place*
* *details of any delays to any part of the investigation, reasons why and steps taken to resolve*
* *confirmation that records have been made of the investigations*
* *details of the evidence relevant to the points to be investigated*
* *the fact that relevant documentary evidence was reviewed.*

**Methods**

*This section sets out how the investigation was conducted. Points to include in this part of the report:*

* *if colleagues were involved in the investigation, details of what they did*
* *confirmation of the letters sent inviting people to investigation meetings - dates, times etc*
* *venues for the investigation meetings and how long each one took*
* *if any expert witnesses were involved, details of how they were chosen, invited and when.*

**Witnesses**

*This aspect of the report will cover witnesses both internally within the company but also sometimes external expert witnesses may be required. Points to include in this part of the report:*

* *identity of the witnesses required and their relevance to the allegations*
* *details about when the witnesses were interviewed, where and with whom present*
* *reasons for those witnesses being interviewed*
* *any witnesses who could not be interviewed and reasons why - left the company etc*
* *any witnesses who did not attend, did not answer some or all questions etc and how this affects the investigations.*

**Findings**

*When using terms of reference it is advisable to set out the findings in order of the terms of reference - TOR1, TOR2 etc. Other points to include in this section are:*

* *for each witness interview, a summary of the key points raised during each interview*
* *highlight any conflicts between witnesses, setting out both sides of the conflicting evidence*
* *the consideration to be given to some evidence - whether some parts of what the witnesses were saying was strong or weak.*

**Conclusion**

*This is usually a short section where the investigating manager brings together all the findings and reaches a conclusion. Information and findings are not repeated in this section, it is purely for the conclusion:*

* *set out a specific conclusion for each of the terms of reference*
* *reach a final view on whether or not the misconduct took place.*

Attach to the investigation report a copy of the terms of reference, the supporting documentation for the investigation and the notes of each witness interview.